

**CONFIDENTIAL***Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 12 March 1957

FROM : Chief, Clerical Training

SUBJECT: Report Number 11, Week of 5 - 11 March 1957

1. Numbers in Clerical Induction Training. During the week of 5 March there were  people in Clerical Induction Training.

25X1

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were  people for the week of 5 March.

25X1

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 5 March were as follows:

	Tested	Qualified
Shorthand	<input type="text"/>	
Typewriting		

25X1

4. Clerical Skills Qualification Tests Administered by Clerical Refresher Training. The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 5 March were as follows:

	Tested	Qualified
Shorthand	<input type="text"/>	
Typewriting		

25X1

5. Change in Typewriting and Shorthand Tests in Clerical Induction Training. Beginning 11 March one test will be given each week in the typewriting and shorthand classes. Prior to this time three tests in typewriting and five tests in shorthand were administered each week as a part of this training program. One qualifying score will be required in each of these skills. This represents no change from past requirements. There will be no change in the standards as previously established:

Typewriting: 40 wpm net (speed after errors have been deducted)

Shorthand: 80 wpm with 5 or less errors.

A & E and Clerical Induction Training had recommended to the Office of Personnel that errors in typewriting be limited either to 10%

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of the gross words typed or to a graduated percentage scale (ranging from 11% to 14% of the gross words typed.) Because of the shortage of qualified typists the OP stated it would not be possible to accept error limitations at this time. Therefore, the number of errors will not be a governing factor in meeting requirements unless the error count would reduce the net score to less than 40 wpm. 25X1

6. Proposed Secretarial Workshop for [redacted] Since the OTR Secretarial Workshop was given at headquarters, Mr. Baird has requested that a similar workshop, tailored to fit their special needs, be organized and conducted for the secretaries at [redacted] 25X1  
[redacted] Chief, Clerical Orientation, will be responsible for the program. She will be assisted by [redacted] Secretary to 25X1  
the Director of Training. The tentative time for this workshop has been set for late April. 25X1

7. Follow-up on OTR Secretarial Workshop. The secretaries who attended the OTR Secretarial Workshop have expressed an interest in having a follow-up session. It is anticipated that such a session could be scheduled in approximately six months.

8. Instructor Vacancy on Clerical Training Staff. Since January of this year [redacted] has been endeavoring to fill an instructor vacancy on her staff. Thus far all efforts have been unsuccessful. 25X1



25X1

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